

# Vivek Rana

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## EDUCATION

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### Honours Bachelor of Arts in Information Technology

York University

September 2020 – May 2024

Toronto, ON

- Graduated *magna cum laude* (GPA: 7.88/9)
- Relevant Coursework: Object-Oriented Programming, Internet Client-Server Systems, Introduction to Data Structures, Database Management Systems, and Enterprise Architecture

## PROFESSIONAL EXPERIENCE

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### Records and Data Entry Assistant

York University (Research Commons)

June 2023 – April 2024

Toronto, ON

- Spearheaded Grant Clinic progress by consistently updating Excel spreadsheets containing data about 60 participating professors and their grant applications, ensuring timely grant submissions
- Automated the peer review email process by developing a website using Python and Flask to read Grant Clinic Excel data, and generate 120 unique emails, significantly increasing efficiency
- Facilitated over 100 peer reviews by sending draft grant applications to reviewers, and promptly relaying feedback to participants, substantially reducing feedback turnaround time
- Enhanced organizational workflow by actively monitoring and uploading over 200 professor documents to their designated folders, ensuring confidentiality, and reducing retrieval time
- Streamlined honorarium payments by creating a JavaScript solution that generates populated ETF forms in Google Docs upon Google Form submissions, reducing processing time by 50%

### Warehouse Merchandiser and Purchase Facilitator

Pacific Candy Distribution Wholesale

2017 - 2018

Mississauga, ON

- Collaborated with staff and warehouse lead to optimize purchasing processes through efficient scanning and packaging, improving the overall workflow efficiency by 30%
- Engaged with over 20 customers daily by regularly recommending products in an accurate, clear, and friendly manner, fostering positive client interactions

## PROJECTS

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### [Research Commons – Grant Clinic Application](#) | *Flask, Python, HTML, CSS, JavaScript*

- Streamlined the email process by developing a responsive web page that allows users to seamlessly view and modify 20 email templates with customizable input fields
- Automated the peer review process by implementing a web page that reads Word files and Excel spreadsheets to generate over 100 personalized emails, significantly saving time

## TECHNICAL SKILLS

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**Languages:** Python, Java, HTML, CSS, JavaScript, TypeScript, SQL

**Tools:** Git, GitHub, MySQL

**Frameworks:** Flask, Angular